



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Case Manager  
(Bargaining) **PCN:** 102325, 102338,  
102131, 102357, 102362

**DEPARTMENT/LOCATION:** Child Care Centralization Unit/ Northland **P. R.:** O10

**REPORTS TO:** Case Manager Supervisor

**RESPONSIBILITIES:** Interview customers to assess potential employability and self-sufficiency. Develop a cooperative plan of action with customer to formulate positive steps to be taken to achieve and maintain self-sufficiency. Provide linkage with prospective employers, community resources, legal entities, and community organizations. Act as an employment advocate and counsel customers in the development of an employability plan. Provide information regarding the laws and regulations governing assistance and service programs, customers' rights and responsibilities. Make necessary case changes and determines continuing eligibility for cash and services. Based upon written plan developed with customer, establish time frames for meeting incremental and final self-sufficiency goals; identify barriers to achievement of goals, develop viable strategies to resolve barriers, identify and select services to address needs. Refer customer for vocational testing and assessment, conduct employability counseling. Make referrals to child support, social services or other service providers in the community. Investigate case discrepancies and compute overpayments and underpayments of cash, food stamps, and medical services. Act as agency representative at state hearings requested by customer, preparing necessary documentation for the hearing and taking necessary action as ordered by the hearing decision.

**MINIMUM QUALIFICATIONS:** An Associate's degree in social work or human services supplemented by two (2) years experience in social work, case management or public assistance programs; or a Bachelor's degree in any field; or any four (4) year combination of related training and experience.

**STARTING SALARY:** \$17.37 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Friday, September 4, 2015

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Thursday, September 10, 2015

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Thursday, September 17, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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